

11 WING PROTOCOL CHECKLIST

Project Officer:		Cell number :		Office number:	
E-mail Address:					
Date:		Event Location:			
11 Wing Protocol Office: 240-612-1450		E-mail Address: usaf.jbanafw.afdw-staff.mbx.11th-wing-ceremonies-and-protocol@mail.mil			
ITEMS	Completed	Date	POC	Notes	
Schedule Prebrief Commander and Protocol 3 to 5 days prior to event					
Ceremony Location Reserved					
Deposit/Contract made					
Inclimate Weather Plan					
Supporting Events					
The Club at Andrews			301-981-6082		
The Courses at Andrews (Golf Course)			301-981-4653		
Joint Base Bolling Club			202-563-8400		
Dinner/Luncheon					
Rehearsal Date(s) & Time(s)					
RSVP List POC					
Call back date					
List to Visitor Center					
Billeting			301-981-4614		
Contact Lodging to block rooms					
Welcome Notes (O7 and above)					
Medal(s), Citation(s), Orders, and Letters			MPF 301-981-3915/0545/0543		
Medal prepared w/ clip					
Citation in hand 3 day prior					
Official Order Number for script					
Presidential/ CSAF/ CMSgtAF/					
Other Presentations (Gifts)					
Flowers (spouse)					
Honor Guard Contacted			301-981-7892		
Air Force Honor Guard			202-404-5556		
Air Force Band			202-767-7856		
Chaplain Contacted			301-981-2111		

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Transportation Requirements			301-981-2073	
Gov't Vehicles 11 LRS				
Programs				
Number needed (RSVP List)				
Bio information				
Name cards for DV chairs				
Photos				
Volunteers Needed				
Escorts				
Ushers				
Narrator				
Proffer				
Setup and take down crew				
Singer				
Equipment Needed			240-612-1450	
Contact 11WG Protocol for following equipment				All items are based on availability
Flags (US & AF min)				
Proffer Board				
DV Chairs for stage				
Podium				
Parking Signs				
Invitations 4 weeks out				
E-invite sent 4 weeks prior				
Script			240-612-1450	
Protocol Review				
Comm Support			301-981-1314	
Sound equipment				
Security Forces			301-981-0689	
Gate Entry Authority List (EAL)				Must be turned in to SF three days prior to event
Needed information:				
Date of Birth of each guest				
Alphabetical order				
Last name, First name				
11 copies turned in to SF				